

**From:** [Alfano, Barbara](#)  
**To:** [Moura, Rafaela](#)  
**Bcc:** [Danois, Gracy R. \(she/her/hers\)](#)  
**Subject:** RE: Budget  
**Date:** Wednesday, May 3, 2023 1:18:00 PM  
**Attachments:** [FW FW Budget.msg](#)

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Rafaela,

On April 18, you asked me for advice on an email that Sharonita sent to you on April 14, where she noted that you needed “to provide an accurate account of the present budget and your goals for the new budget. The numbers provided do not line up with the current budget.” In my April 18 response to you, I provided suggested language for you to include in your response to LBC as a means of assisting you with your duties. I am happy to help you with crafting emails, but I did not intend for you to forward my response to LBC and indicate that the response was from me (as indicated in the attached email chain). In the future, please do not forward internal emails containing advice to external parties unless the person providing the advice gives you express permission to forward it. You may always incorporate my advice into your response, but when addressing external parties, in most instances, you should be taking ownership of the response instead of simply citing me or some other EPA employee.

If you have any questions or would like to discuss this further, please let me know.

Thanks,

*Barbara Alfano*  
404-217-0286

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**From:** Alfano, Barbara  
**Sent:** Tuesday, April 18, 2023 4:52 PM  
**To:** Moura, Rafaela <[Moura.Rafaela@epa.gov](mailto:Moura.Rafaela@epa.gov)>  
**Subject:** Budget

Rafaela,

Sharonita and I both noted that the existing/original budget is shown in Table A of the Award. Please see the attached award. LBC incorrectly shows the wrong amounts on their “original budget” column on their “Lifecycle Building Center - Breaking Barriers Through Deconstruction Project Budget - REVISED JANUARY 2023”. They need to show us a table with the correct original budget and the change from that, which I have attempted to do below to help them along. I already mentioned it to LBC in my email below back in January and unless they already responded to you, you will need to remind them with something like the following:

Dear Shannon,

We would like to set up a time to discuss getting the budget amended soon! Your grant was awarded with the budget table shown in Table A of the attached award and shown below in the first column of the table in the email. Incorrect amounts are shown on your “original budget” column on the “Lifecycle Building Center - Breaking Barriers Through Deconstruction Project Budget - REVISED JANUARY 2023”. So we can’t use that to amend the grant. The “Lifecycle Building Center - Breaking Barriers Through Deconstruction Project Budget - REVISED JANUARY 2023” also does not add up. Note the \$58,000 in your Amended Budget is shown for the \$30K + \$10K + \$10K + \$36K + \$2K. Those numbers add up to \$88K and not \$58K. So that needs correcting as well. I think we can get this done more quickly than you think!

Table A - Object Class Category	Budget Cost in		Subtracted Amount	Added Amount
	Original Award	Proposed revised budget		
1. Personnel	\$30,000	\$42,465		\$12,465
2. Fringe Benefits	\$0	\$0		
3. Travel	\$7,280	\$0	\$7,280	
4. Equipment	\$0	\$0		
5. Supplies	\$14,720	\$10,050	\$4,670	
6. Contractual	\$59,000	\$88,000		\$29,000
7. Construction	\$0	\$0		
8. Other	\$32,000	\$15,875	\$16,125.00	
9. Total Direct Charges	\$143,000	\$156,390		\$13,390
10. Indirect Costs:	\$0			
11. Total (Share: Recipient _____ % Federal _____ %)	\$143,000.00			
12. Total Approved Assistance Amount	\$50,000	\$50,000		
13. Program Income	\$0	\$0		
14. Total EPA Amount Awarded This Action	\$50,000	\$50,000		

*Barbara Alfano*  
404-217-0286

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**From:** Alfano, Barbara  
**Sent:** Monday, January 30, 2023 10:15 AM  
**To:** Shannon Goodman <[shannon@lifecyclebuildingcenter.org](mailto:shannon@lifecyclebuildingcenter.org)>  
**Cc:** Moura, Rafaela <[Moura.Rafaela@epa.gov](mailto:Moura.Rafaela@epa.gov)>; Jay Bassett <[JayBassett@viridiscities.com](mailto:JayBassett@viridiscities.com)>; [gharris@htsenterprise.com](mailto:gharris@htsenterprise.com); Mitchell, Jimmy (Atlanta) <[Jimmy.Mitchell@skanska.com](mailto:Jimmy.Mitchell@skanska.com)>; Jackie Zong <[jackie@lifecyclebuildingcenter.org](mailto:jackie@lifecyclebuildingcenter.org)>  
**Subject:** RE: quarterly update call & Q4 report

It was a great discussion to hear about how far-reaching this project is beyond the deconstruction training. I am glad that you are doing such a fabulous job of finding phenomenal partners and raising the needed funds.

Thank you for taking the time for the meeting and for sending the side-by side comparison of your total budget. We would need the distribution changes to the EPA's funding of \$50K. If you look at Table A on page 3 of the Assistance Amendment that I attached, what would be the changes to Table A that would be necessary? It is not apparent from the total budget that you sent with your email and I apologize if you already sent that previously.

Regarding the logo, I have attached updated terms and conditions for our SMM grants that should be included with any future amendment to your grant. Note condition F, second paragraph, regarding the logo. Further information about the logo that I found requires that the logo be no bigger than other logos that you have on the document and it cannot be any smaller than 0.1875 inches on print content. Ensure the aspect ratio is maintained. I have attached the logo.

Rafaela may be asking for other information.

*Barbara Alfano*  
404-217-0286

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**From:** Shannon Goodman <[shannon@lifecyclebuildingcenter.org](mailto:shannon@lifecyclebuildingcenter.org)>  
**Sent:** Friday, January 27, 2023 4:16 PM  
**To:** Alfano, Barbara <[Alfano.Barbara@epa.gov](mailto:Alfano.Barbara@epa.gov)>  
**Cc:** Moura, Rafaela <[Moura.Rafaela@epa.gov](mailto:Moura.Rafaela@epa.gov)>; Jay Bassett <[JayBassett@viridiscities.com](mailto:JayBassett@viridiscities.com)>; [gharris@htsenterprise.com](mailto:gharris@htsenterprise.com); Mitchell, Jimmy (Atlanta) <[Jimmy.Mitchell@skanska.com](mailto:Jimmy.Mitchell@skanska.com)>; Jackie Zong <[jackie@lifecyclebuildingcenter.org](mailto:jackie@lifecyclebuildingcenter.org)>  
**Subject:** Re: quarterly update call & Q4 report

Barbara - Thank you so much for your time today! Please find attached a side-by-side comparison of our original vs. amended budget. If you need anything additional or have questions, please let us know.

Thanks!

Shannon Goodman  
Executive Director  
Lifecycle Building Center  
678-592-0417  
[www.lifecyclebuildingcenter.org](http://www.lifecyclebuildingcenter.org)

On Tue, Jan 24, 2023 at 6:11 PM Alfano, Barbara <[Alfano.Barbara@epa.gov](mailto:Alfano.Barbara@epa.gov)> wrote:

Hi All!!

We can make sure that one of us at a minimum, either Rafaela or myself is available for the meeting! I apologize for any delay or duplication in response.

*Thanks,*

*Barbara Alfano*  
**PCB & Sustainability Section Manager**  
Land, Chemicals and Redevelopment Division

United States Environmental Protection Agency Region 4  
404-217-0286

[Alfano.Barbara@epa.gov](mailto:Alfano.Barbara@epa.gov)

**Pronouns:** She/Her

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**From:** Shannon Goodman <[shannon@lifecyclebuildingcenter.org](mailto:shannon@lifecyclebuildingcenter.org)>

**Sent:** Monday, January 23, 2023 11:30 AM

**To:** Moura, Rafaela <[Moura.Rafaela@epa.gov](mailto:Moura.Rafaela@epa.gov)>

**Cc:** Alfano, Barbara <[Alfano.Barbara@epa.gov](mailto:Alfano.Barbara@epa.gov)>; Jay Bassett <[JayBassett@viridiscities.com](mailto:JayBassett@viridiscities.com)>; [gharris@htsenterprise.com](mailto:gharris@htsenterprise.com); Mitchell, Jimmy (Atlanta) <[Jimmy.Mitchell@skanska.com](mailto:Jimmy.Mitchell@skanska.com)>; Jackie Zong <[jackie@lifecyclebuildingcenter.org](mailto:jackie@lifecyclebuildingcenter.org)>

**Subject:** Fwd: quarterly update call & Q4 report

Rafaela - I hope all is well with you. I'm circling back again to see if Friday, 1/27 at 3pm could work for our quarterly update call? We are excited to share updates with you!

Thanks,  
Shannon

----- Forwarded message -----

From: **Shannon Goodman** <[shannon@lifecyclebuildingcenter.org](mailto:shannon@lifecyclebuildingcenter.org)>

Date: Thu, Jan 12, 2023 at 2:57 PM

Subject: Re: quarterly update call & Q4 report

To: Moura, Rafaela <[Moura.Rafaela@epa.gov](mailto:Moura.Rafaela@epa.gov)>

Cc: Jay Bassett <[jaybassett@viridiscities.com](mailto:jaybassett@viridiscities.com)>, [gharris@htsenterprise.com](mailto:gharris@htsenterprise.com) <[gharris@htsenterprise.com](mailto:gharris@htsenterprise.com)>, Mitchell, Jimmy (Atlanta) <[Jimmy.Mitchell@skanska.com](mailto:Jimmy.Mitchell@skanska.com)>, Jackie Zong <[jackie@lifecyclebuildingcenter.org](mailto:jackie@lifecyclebuildingcenter.org)>

Rafaela - Please find attached our Q4 report, a voucher for the draw made in Q4, and our current budget. I have also enclosed three flyers that have been created for the program. The flyers are still in development, but we are very close to having them complete. Attached as well is the pilot program description and values statement document developed by the group that is referenced in the report.

Additionally, one of the grants that the group pursued in Q4 2022 was a \$30,000 request from the Department of Energy; a PowerPoint slide summarizing the scope of the grant proposal is attached. We should hear back on this grant by the end of January. The group also created a short video for this grant application, which can be found here:

[vimeo.com/778144153](https://vimeo.com/778144153)

I also wanted to reach out again to see if we could move our quarterly update call to 1/27 at 3pm? I will be in Asheville for a symposium on 1/20.

Thank you!

Shannon Goodman  
Executive Director  
Lifecycle Building Center  
678-592-0417  
[www.lifecyclebuildingcenter.org](http://www.lifecyclebuildingcenter.org)

On Tue, Jan 3, 2023 at 5:31 PM Shannon Goodman <[shannon@lifecyclebuildingcenter.org](mailto:shannon@lifecyclebuildingcenter.org)> wrote:

Rafaela - I hope you had a wonderful holiday break! Ours was very restful, but I did unfortunately catch COVID, so I was out of commission for much of the time. But I am doing much better now!

I am reaching out to let you know that we plan to send you our quarterly report by this Friday; I apologize for not being able to get this to you by 12/30. We've made tremendous progress, and we're very excited to share these updates with you!

Also, I have a conflict during the time of our quarterly check-in on 1/20; would it be possible to move our call to 3pm on 1/27 instead?

Thank you so much & Happy New Year!

Shannon Goodman  
Executive Director  
Lifecycle Building Center  
678-592-0417  
[www.lifecyclebuildingcenter.org](http://www.lifecyclebuildingcenter.org)

